

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Superintendent of Correctional Education
Division of Adult Rehabilitative Programs
CEA 3

FINAL FILING DATE: March 24, 2010

NOTE: THOSE CANDIDATES THAT PREVIOUSLY APPLIED FOR THIS EXAMINATION WITH A FINAL FILING DATE OF JANUARY 4, 2010 DO NOT NEED TO RESUBMIT ANOTHER APPLICATION AND STATEMENT OF QUALIFICATIONS. EXECUTIVE APPOINTMENTS HAS RETAINED YOUR APPLICATION ON FILE.

SALARY RANGE: \$8,594 - \$9,476*

DUTIES/RESPONSIBILITIES:

Under administrative direction from the Director, Division of Adult Rehabilitative Programs, the Superintendent of Correctional Education administers the Department's education services to adult offenders; provides statewide leadership in education programs for offenders in the adult correctional system; ensures all education services are evidence-based; participates with legislators and their staff in crafting public policy relating to education for adult offenders; initiates and participates in efforts to obtain and sustain partnerships with various entities who contribute to the educational delivery system of adult offenders, including executives and administrators of private foundations, administrators and professors of the state college and university systems, executives, administrators and staff of other state departments; the Legislature, and other advocacy groups; ensures rigorous standards are met to keep the Western Association of Schools and Colleges accreditation; and

directs the development of departmental policies and programs that are the basis for continuously improved service delivery.

Duties include, but are not limited to:

- Plans and directs the development of statewide policies for the delivery of education services to adult offenders in accordance with contemporary research/literature on educating adult incarcerated students and statutory and public policy requirements; collaborates with program Directors in the construction of policies and design of service delivery systems which afford students optimum opportunities to further their educational development; obtains and evaluates policies and systems of other state and federal jurisdictions and directs the incorporation of those which optimize the Department's education for adult offenders; assists legislators, their staff, and other policy makers in developing legislation; helps to coordinate the development of evaluation design and participates in on-site evaluations of the Department's education programs at adult schools, camps, and parole offices; and conducts evaluations of conditions of confinement to ensure that education services are delivered in the least restrictive environment.
- Provides administrative direction in the design and implementation of policies related to education delivery systems and instructional activities; provides direction on methods and strategies for educating the learner; provides plans for the preparation of the education budget; oversees all education staff personnel actions; and conducts site evaluations of education programs on living units and classrooms to determine compliance with law, policy, and consent decree stipulations.
- Participates with the Chief Deputy Secretary, Adult Programs, the Director, Division of Adult Rehabilitative Programs, and other members of the Division's executive management team in developing policies and solutions for providing education to students in confined settings with a particular emphasis on those in maximum confinement; and articulates legal decisions which affect the Division's obligation to provide services and provides direction in the development of policies and directives to implement executive management decisions.
- Consults with and acts as the Department's liaison to executives/administrators of local jurisdictions, private foundations, college and university deans, professors, the Governor's Office, legislative staff, and advocacy and other special interest groups in developing and implementing services and systems which reflect the intent of the Governor, federal, and state legislative bodies, and court decisions.
- Maintains appropriate channels of communication within the Department and ensures that staff is informed about relevant laws, policies, regulations, and procedures, and matters related to the improvement and welfare of the Department.
- Makes decisions on various administrative matters of staff discipline, investigations, lawsuits, mediations, and evaluations conducted by other agencies; directs the development of information to respond to the Governor's Office, California Departments of Finance and Education, State Legislature, federal compliance agencies, and advocacy groups; participates in meetings with representatives from outside entities to address issues of concern and

compliance; and conducts evaluations of classrooms, security programs, and specialized treatment programs, eliciting student contributions and participation in a variety of programs and services.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's Equal Employment Opportunity Program objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of

government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

DESIRABLE QUALIFICATIONS:

1. Experience in educational services programs for adult offenders and knowledge of contemporary research and literature as it applies to the education of incarcerated adults.
2. Experience evaluating the educational policies and systems of other state and federal jurisdictions and applying proven methods in the establishment of effective education programs for adult offenders.
3. Ability to perform major policy influencing functions effectively and contribute to the design and implementation of educational strategies for a large department.
4. Experience in the construction and design of educational service delivery systems enabling further student educational development.
5. Administrative experience in a managerial capacity with responsibility for the education budget of a large organization; in the development, implementation, and evaluation of educational programs and policies; and in staff development and team building.
6. Demonstrated ability in planning, organizing, and directing a large educational program, and ensuring successful functionality with stakeholders.
7. Experience in personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff; knowledge of customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal opportunity workplace.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Department of Corrections, Parole Administrator I, Adult Parole, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. In the Statement of Qualifications, the desirable qualifications **MUST** be addressed and numbered in the same order as is listed. It should not exceed four pages in length or be less than size 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:

http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Superintendent of Correctional Education, Division of Adult Rehabilitative Programs, CEA Level 3 vacancy. For further information regarding this position, please contact Caleen Allen at (916) 327-8017 or caleen.allen@cdcr.ca.gov.

FILING INSTRUCTIONS:

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted and postmarked by March 24, 2010 to Caleen Allen, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

****The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.***

DEPARTMENT OF CORRECTIONS AND REHABILITATION

Vision: With our partners, we protect the public from crime and victimization.

Mission: We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.